



Planning & Building • 2263 Santa Clara Ave., Rm. 190  
Alameda, CA 94501-4477  
alamedaca.gov  
510.747.6800 • F: 510.865.4053 • TDD: 510.522.7538  
Hours: M-Th – 7:30 am – 3:30 pm

## HOME OCCUPATION APPLICATION

**Fee: \$136.94**

Alameda Municipal Code 30–2 & 30–4 requires a Home Occupation Registration for all businesses that are conducted from a residence. The registration process is to be completed prior to the Business License application. The Home Occupation Registration is valid for the life of the business and includes a one-time processing fee of \$136.94. Please note that a change of location or a change in the type of business will require a new Home Occupation Registration. Please read carefully all questions before proceeding. Applications may be mailed to the Permit Center at City Hall, 2263 Santa Clara Avenue, Room 190 with a check payable to the **City of Alameda**.

### Applicant Information

Location of Home Occupation (Address): \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Property Owner Information

Owner Name: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### Business Type and Activity

Name of Business: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Please describe the materials and equipment that will be used, activities involved, and methods or operation:

\_\_\_\_\_

Approximately how much floor area will the Home Occupation occupy? (May not exceed 50% of floor space on one floor): \_\_\_\_\_ Square Feet

Garages provide required parking and may not be converted into home offices you're your business involves the use of a garage or an accessory building, a separate Use Permit application and public hearing will be required. Will the Home Occupation use any yard area or any accessory building/garage?

☐ YES (separate Use Permit application required)

☐ NO

Will any commercial vehicles be used?

☐ YES, if yes, where will the vehicles be garaged? \_\_\_\_\_

☐ NO

Approximately how much pedestrian, automobile or truck traffic will be created per week? (Excessive pedestrian or vehicular traffic may result in denial of the permit).

Pedestrians: \_\_\_\_\_ Truck: \_\_\_\_\_ Automobiles: \_\_\_\_\_

**Requirement for Review of Home Occupations:**

*Section 30–4.1 Excerpt from ordinance No. 1277, N.S. City of Alameda Development Regulations. Upon approval of the Planning Director, a Registration of Home Occupation form shall be completed and filed with the Planning Department. Any property owner aggrieved by the approval or nonapproval of the Planning Director shall have the right to appeal such action to the City Planning Board in the manner and within the time limits set forth in Section 30–25 of this code. Nothing contained herein shall be deemed to deny the right of appeal under Section 30–25 following the determination of the City Planning Board (Amended by Ordinance No. 1310, N.S.)*

*Section 30–2. Excerpt from Ordinance No. 1277, N.S. City of Alameda Development Regulations. Home Occupation: Any use customarily carried on within a dwelling, rear or side yard areas, or accessory buildings, by the inhabitants thereof, and which use is incidental to the residential use of the dwelling and complies with the following standards:*

- |  |                                |
|--|--------------------------------|
| a. Is confined within the dwelling, and occupies not more than 50% of the floor space on one floor; or, upon obtaining a Use Permit, in the rear or side yard, or accessory building thereof.  | <b>Applicant Initial</b> _____ |
| b. Involves no sales or storage of merchandise other than that produced on the premises, and/or directly related to and incidental to the services offered.  | <b>Applicant Initial</b> _____ |
| c. Is carried on by the members of the household occupying the dwelling with no more than one other person employed.   | <b>Applicant Initial</b> _____ |
| d. Produces no evidence of its existence beyond the premises, such as noise, smoke, odors, vibrations, etc.  | <b>Applicant Initial</b> _____ |
| e. That the conduct of the home occupation shall not create excessive pedestrian, automobile or truck traffic in the vicinity, and that the parking of commercial vehicles incidental to the home occupation shall be permitted upon the premises only in enclosed structures. | <b>Applicant Initial</b> _____ |

**ATTESTATION:**

I have read Section 30–4.1 b and 30–2 of Ordinance No. 1277 N.S. and am aware of the occupancy standards governing home occupations in the City of Alameda. Further, the information that I have provided on this application form is true and accurate to the best of my belief.

Signed _____	Signed _____
<b>Property Owner's Signature</b>	<b>Applicant's Signature</b>

**To be completed by city staff below this line:**

Home Occupation Application No: _____	Business License No: _____
Zoning District: _____	General Plan Designation: _____

☐ Approved  
☐ Denied

☐ Use Permit Required  
☐ Use Permit Number: \_\_\_\_\_

\_\_\_\_\_  
 Planner Name

\_\_\_\_\_  
 Date